



# Members Handbook

*Updates to the handbook will be issued when necessary to maintain its currency.*

# Welcome

I am pleased to warmly welcome you as a new member of the best golf club in Berkshire!

This booklet has been produced to help you achieve the most from your membership. We want you to enjoy your golf with us and make some great friendships with our friendly, but competitive members.

Inside you will find information on how we can help you to do this – everything from the history of the club and details of where we play, through to how to enter competitions and manage your handicap. There are also sections on how to access more detailed information and how we can keep you informed.

If you have questions or suggestions, please feel free to contact any of our committee members who will be happy to help. (Contact details in this booklet)

We know you will make friends quickly within the club and encourage you to take part fully.

*Alistair Smith*

*Club President*

## Table of Contents

<b>1</b>	<i>Introduction to the Club</i>	<b>5</b>
<b>2</b>	<i>Club History</i>	<b>6</b>
<b>3</b>	<i>Club Organisation</i>	<b>8</b>
<b>4</b>	<i>Where we play</i>	<b>11</b>
<b>5</b>	<i>Club Policies</i>	<b>12</b>
<b>6</b>	<i>Being A Member</i>	<b>13</b>
6.1	Club Information – where to find it	13
6.2	How To Get a Handicap	14
6.3	Competitions	17
6.3.1	Competition Purse	18
6.3.2	Weekend Competitions	18
6.3.3	Mid-Week Competitions and Rollups	19
6.3.4	Major Club Events	19
6.3.5	Knockouts	20
6.3.6	Seniors	20
6.3.7	Helping Out with Competitions	21
6.4	The Rules	21
6.5	Official Club Clothing	22
6.6	Club Social Activities	23
<b>7</b>	<i>Introduction to IT</i>	<b>24</b>
7.1	Club Website	25
7.2	Master Scoreboard	27
7.3	Message Groups	30
<b>8</b>	<i>The Last Section</i>	<b>32</b>
<i>Annex 1 – Code of Conduct</i>		<b>33</b>
<i>Annex 2 – Course Etiquette</i>		<b>34</b>
<i>Annex 3 – Privacy Notice</i>		<b>37</b>
<b>NOTES</b>		<b>39</b>

## 1 Introduction to the Club

Easthampstead Golf Club (The Club) is a friendly and active family-oriented club that welcomes golfers of all abilities. We have three integrated, but separately managed sections:- Juniors, Ladies and Men. In addition, there is an active Seniors section within the Men's section focussed mainly on the mid-week and inter-club golf.

Each section offers similar and varied golfing opportunities; in the Men's section specifically, there are internal competitions and external matches, away events and foreign tours. All club members enjoy the opportunity of an eclectic mix of social events held throughout the year. EGC plays at the well maintained and facility rich Downshire Golf Complex in Bracknell. The Men's section welcomes golfers of all abilities and affords members the opportunity to play friendly and competitive golf in a way that is affordable.

The aim of the Men's section is to afford members the opportunity to play friendly and competitive golf at a cost that suits your pocket. There is an annual fee with no joining fee. This enables you to have an official handicap and includes GolfGuard insurance. It excludes green fees which are paid direct to Downshire Golf Complex.

## 2 Club History

The club has a vibrant history that dates back to 1975 when it became one of the first clubs in Berkshire to be attached to a public golf course, and in doing so became an accessible gateway to friendly, competitive and affordable golf for both new and experienced golfers of all abilities.

In the following half a century we have had around 1,800 members, held well over 2,000 competitions, travelled to dozens of awaydays and away weekends and played innumerable inter club matches to say nothing of 19 weeklong tours to various countries.

But how did the club start? 1975 was a very different time:- Beer cost 28p a pint and if you were off to a party you probably took a Watneys Party 4 priced at 85p and bottles of Babysham. If you drove there, a brand-new Ford Cortina would have set you back £1,775 (and a bit extra if you wanted the obligatory 'Go-Faster' stripe).

It was very different for golf too. Downshire was surrounded by private clubs, which in addition to having long waiting lists and large joining fees, were often elitist and difficult for new golfers to join, especially if you didn't have a handicap.

Thankfully the Downshire Complex was the complete opposite, in that anyone could play, even without a handicap. However, in those early days the course's popularity meant that booking a tee time for a prime weekend slot was very difficult. The only way was to join a queue before tee times were released the previous week. Unfortunately, the queue started the night before, when you were required to add your name to a list pinned to the Pro-shop door and then remain on site until the shop opened the

following morning! This meant that there were often 30+ people sleeping in their cars in the car park overnight.

After a year or so of doing this a few golfers persuaded the council and the complex to allow the formation of Downshire GC and then Easthampstead GC, thus enabling the clubs to reserve blocks of tee times. Great news for us, but bad news for sleeping bag manufacturers!

From that moment on the club has gone from strength to strength, enabling new golfers to gain a handicap, play competitive golf, and most importantly make many new friends.

We would like to welcome you to Easthampstead Golf Club – a club with a great history and an even better future.

### 3 Club Organisation

The club is run by a committee comprising: officers, committee members and officials each of whom have a set of responsibilities to ensure the smooth running of the club. In addition, they are also there to respond to questions and act on suggestions from club members. Structure of the committee is shown in Figure 1.



You can find pictures and contact details for the committee from the main menu on the website – or use the QR code here.

If you want to know about....

**Competitions**, competition rules and golf day procedures these are managed by the Competitions secretary at [competitions@easthampsteadgolfclub.co.uk](mailto:competitions@easthampsteadgolfclub.co.uk).

**Money** related information then the Treasurer can help at [treasurer@easthampsteadgolfclub.co.uk](mailto:treasurer@easthampsteadgolfclub.co.uk).

For **Handicaps** (World Handicap System) then the Handicap secretary is your man - [handicaps@easthampsteadgolfclub.co.uk](mailto:handicaps@easthampsteadgolfclub.co.uk).

Finding your way around the **website** then [webmaster@easthampsteadgolfclub.co.uk](mailto:webmaster@easthampsteadgolfclub.co.uk).

**Membership** the Membership secretary is contactable on [members@easthampsteadgolfclub.co.uk](mailto:members@easthampsteadgolfclub.co.uk).

**About the club in general**, our interfaces with the golfing world (e.g. Berks, Bucks and Oxon Golf, England Golf) then

the Hon. Secretary can help at  
[secretary@easthampsteadgolfclub.co.uk](mailto:secretary@easthampsteadgolfclub.co.uk).

**Strategic aspects** of the club including policies and procedures (e.g., disciplinary, constitution, etc) are the remit of: [strategy@easthampsteadgolfclub.co.uk](mailto:strategy@easthampsteadgolfclub.co.uk) .

If you want to know about the **knockout events**, then contact [knockouts@easthampsteadgolfclub.co.uk](mailto:knockouts@easthampsteadgolfclub.co.uk) or to represent the club in **external events** it is [externals@easthampsteadgolfclub.co.uk](mailto:externals@easthampsteadgolfclub.co.uk).

If you are a **senior** (currently 55years and over) and want to represent the club, then contact [seniors@easthampsteadgolfclub.co.uk](mailto:seniors@easthampsteadgolfclub.co.uk).

If you have a **news item** for internal or external publication, then forward to [media@easthampsteadgolfclub.co.uk](mailto:media@easthampsteadgolfclub.co.uk).

We also have a club welfare officer who can be contacted at [safeguarding@easthampsteadgolfclub.co.uk](mailto:safeguarding@easthampsteadgolfclub.co.uk).

Information on Social events and all other queries should in the first instance be addressed to the Vice-captain [vicecaptain@easthampsteadgolfclub.co.uk](mailto:vicecaptain@easthampsteadgolfclub.co.uk) or Captain [captain@easthampsteadgolfclub.co.uk](mailto:captain@easthampsteadgolfclub.co.uk).

All the committee are volunteers so if you want to be involved, please contact any member of the committee.

Communications between the committee and members is provided over social media and web channels, all covered in Chapter 7.

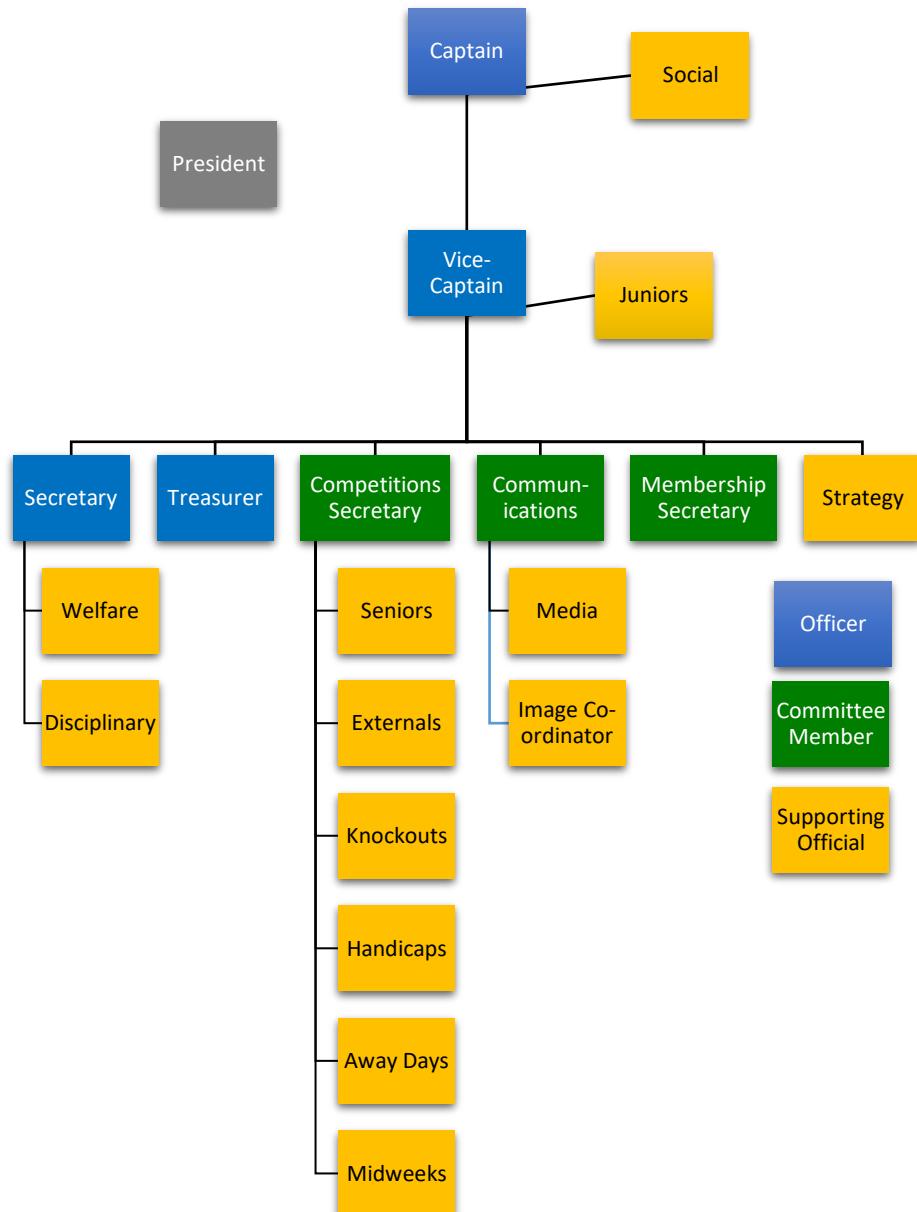


Figure 1 EGC Committee Structure

## 4 Where we play



Our club plays at the Downshire Golf Complex located between Wokingham and Bracknell. The complex boasts an 18-hole championship course which is highly rated within the area. In addition, the following facilities are also offered providing much benefit to the club:

- Nine-hole pitch and putt course
- Putting practice greens
- Well stocked Pro-shop offering lessons and custom fitting.
- 30 bay floodlight driving range
- Golf simulator
- Bar serving drinks and food
- Outdoor seating area
- Meeting room and large function room



Use this QR code to visit the Downshire website, where you can find detailed information on green fees, contact numbers, and tee booking information.

## 5 Club Policies

Supporting the Club's operation, we have several policies and statements:

- Vision & Strategy
- Constitution
- Complaints & Disciplinary
- Equality, Diversity & Inclusion
- Safeguarding

Whether a new or existing member of our Club, we recommend at least a brief scan of these documents to



acquaint yourselves with our formal processes.

All these are available on the website, which you can find by using this QR code.

## 6 Being A Member

How do I know when competitions are arranged? How do I get a handicap? How do I join rollups or know when social events take place? Basically, how do I get most out of our golf club? Well, this section tries to answer such burning questions. In general, though the answer is: through your favourite web browser!

### 6.1 Club Information – where to find it.

There are two sources of vital information on the web:

<https://www.easthampsteadgolfclub.co.uk>

Our website, managed by the club and offering guides, rules, course information and links to Master Scoreboard.

<https://www.masterscoreboard.co.uk>

This is a website run by HandicapMaster, a third-party service that provides our competition calendar and manages handicaps for our players.

Our website provides integrated links to Master Scoreboard, so you can get to all the information you need just by logging in to our website. But you can go to the Master Scoreboard website directly if you wish. For more details see the chapter on Introduction to IT in this handbook.

In addition to the websites, we produce a monthly Newsletter which is emailed out to all members and contains a summary of the previous month's activities, future events and anecdotes to amuse and inform. It is well

worth a read. There are Club focussed messaging groups to support rapid communication regarding competitions.

We also have three physical Noticeboards within the Downshire Complex, all titled 'Easthampstead Golf Club'.

The most obvious use of all this IT as a member is the steps you take to play in a competition. In outline you do the following to enter, play, record your score and view results:

- Use our competition calendar via the website to book into a competition.
- Use our messaging groups (WhatsApp) to request late changes after tee-time list is published.
- On competition day, use the PC we provide in the Downshire Pro-Shop to sign-in.
- At the end of your round, record your score on the same PC. Note you must leave your signed scorecard too in the box provided.
- Refer to the website results section to subsequently check on the winners!

In the following sections we expand further on these steps.

## 6.2 How To Get a Handicap

Basically, you need to play in competitions! But if you do have a handicap already (or have had one in the past) you can transfer it to The Club, contact the [Handicap Secretary](#).

Scorecards from 3 separate competitions are required to determine your first Handicap Index. A fellow competitor will mark your score (as you will mark for somebody else), then at the end you will need to ensure the scores are correctly entered and the cards signed by you and your marker. On completion of your round, you will then need to

enter your scores into Master Scoreboard on the PC in the ProShop and put your scorecard in the club box also in the ProShop. Normally, once you have submitted three cards you will be issued a handicap.

The next page shows a sample card that illustrates the salient points for ensuring you return a card correctly. This example is how we expect every card to be completed, so all players take note.

Usually, submitted cards from Club Competitions are used to determine and manage handicaps, but there is a process for submitting 'Supplementary Cards' too, from non-competition events. You do this by submitting a score card directly to England Golf via their App. Look for the 'MyEG' App on either the Apple or Google stores.



While playing for handicap, the club usually accepts 2 competition cards and 1 from general play as long as the latter is marked and signed by a club member who already has an official handicap. Additionally, Supplementary cards can be submitted through England Golf as described above.

For more details and to view your qualifying scores select 'My Golf' under your name from the main menu on the website.

COMPETITION										SENIORS		STABLEFORD		Handicap			
DATE		11/5/2023		HCP		Course		TIME END:		15:20		HCP		Course		Handicap	
Marker		S KENNY		HCP		Handicap		HCP		HCP		HCP		Handicap		HCP	
Player B	Player C	Player A	F SMITH	Player B	Player C	Player A	Player C	Player B	Player C	Player A	Player C	Player B	Player C	Player A	Player C	Player B	Player C
Hole	Marker's Score	W	White	Yellow	Yellow	W	White	Hole	Marker's Score	W	White	Hole	Marker's Score	W	White	Hole	Marker's Score
1	4	358	344	4	12	6	6	1	1	325	4	15	325	4	15	1	325
2	6	521	500	5	14	6	6	2	2	479	5	9	479	5	9	2	479
3	2	127	113	3	18	4	4	3	2	100	3	17	100	3	17	3	100
4	5	428	358	4	2	4	4	4	4	332	4	3	332	4	3	4	332
5	4	357	338	4	6	5	5	2	2	307	4	5	307	4	5	5	307
6	5	396	381	4	4	6	6	2	2	355	4	1	355	4	1	6	355
7	3	166	133	3	8	4	4	1	2	118	3	13	118	3	13	7	118
8	4	347	317	4	16	6	6	1	1	297	4	7	297	4	7	8	297
9	6	500	474	5	10	5	5	3	3	456	5	11	456	5	11	9	456
		3200	2958	36	out			19	2769	36							
10	4	535	507	5	9	6	6	2	2	420	5	4	420	5	4	10	420
11	4	462	398	4	3	5	5	3	3	437	5	8	437	5	8	11	437
12	5	328	320	4	7	4	4	3	3	302	4	14	302	4	14	12	302
13	6	318	306	4	13	5	5	2	2	279	4	12	279	4	12	13	279
14	3	137	124	3	17	4	4	2	2	115	3	18	115	3	18	14	115
15	4	363	354	4	5	6	6	1	1	342	4	6	342	4	6	15	342
16	5	385	370	4	1	5	5	3	3	352	4	2	352	4	2	16	352
17	4	157	144	3	15	4	4	2	2	127	3	16	127	3	16	17	127
18	5	486	458	5	11	5	5	3	3	434	5	10	434	5	10	18	434
		3171	2981	36	IN			21	2808	37							
		3200	2958	36	out			19	2769	36							
		6371	5939	72	TOTAL			40	5577	73							
40		STABLEFORD POINTS		HANDICAP		NETT		Hole		Handicap		Result					

Always Provide the Competition Name.

Ensure finish time is recorded.

Ensure your name and handicap is entered, use 'PFH' if playing for handicap.

Ensure the Date is entered.

Your card marker enters their details.

Score the card hole by hole as you complete each. Always record the number of strokes taken.

Use Points column for Stableford score.

Marker can record his Stableford score too, for example 4/2 for strokes/points.

Make sure totals are added to card, this is not essential but recommended. Remember, it is the number of strokes taken that must be accurate.

CHECK scores, before your marker and you both sign the card.

7 01831 69143  
01831 34224  
Marker's Signature

F Smith  
Player's Signature

## 6.3 Competitions



All the details you need to know about the process for entering our competitions and the associated rules can be found on the website.

You can find dates and details for any competition up to a year ahead by consulting the Competition Calendar page on the website.

To enter a competition:-

- Sign in to the website (see Chapter 7)
- On the Home Page now displayed, select 'Competition Calendar'
- Future competitions are listed; open competitions have a 'Book' button displayed
- Choose the competition you want to enter
- Click on the competition.
- Click the 'Book' button.
- You are now entered in the competition.

When tee-times are published, you can find them in the tee-times section of the website front page. Tee-times are typically published one week before the competition. We always randomise playing partners, so who you play with will always change for each competition – a great way to meet new members.

Each competition start sheet lists the full rules of play, so please read these carefully as they can change from time to time.

In entering a competition, you may occasionally be asked to act as a starter, registering players as they arrive, or as a finisher ensuring all scores have been entered and playing

cards collected. These activities are assigned on a rota basis by the competition secretary; there are more details in Section 6.3.7.

### 6.3.1 Competition Purse



Competition prizes are in the large funded by entry fees to our competitions. As a member you fund your golf with us through three types of fees:

1. Your green fees paid direct to the Downshire Complex.
2. Your annual membership fee to our club.
3. An individual entry fee for each competition you play in, taken from your competition purse.

The competition purse is a function of Handicap Master that supports the collection of entry fees from a player and automatically deducts the amount due when signing in for a competition.

You track the balance in your purse through the 'My Golf' menu option on the website.

You add funds to your purse by bank transfer to The Club's bank account. Use the QR code at the beginning of this section to display our web page with the necessary details.

### 6.3.2 Weekend Competitions

Most competitions staged by the club for its members are held at weekends. They are scheduled each alternate weekend on either the Saturday or Sunday, or sometimes both for the larger competitions taking more than one round. Tee times typically start at 8:00am.

The weekend fixtures are the most popular arranged by the club and offer the best chance to meet existing members, and to get at least three rounds under your belt quickly if playing for handicap.

Competitions vary in format, e.g. medal, Stableford, Betterball, Texas Scramble, etc.

### **6.3.3 Mid-Week Competitions and Rollups**

Mid-week competitions are scheduled every Thursday. The competitions vary and are a mixture of Seniors (55+) – Medal and Stableford, Open to all – Medal, Stableford and Roll-ups. These competitions usually alternate, so that one week is a Seniors (55+) competition only, and the subsequent week is open to all.

You book into all the mid-week competitions just the same as a normal weekend competition through the website – i.e. there will be a calendar entry for it on the website.

Tee Times usually start at around 10:40, in winter and summer.

### **6.3.4 Major Club Events**

Throughout the year there are four major competition events that the club stages. These are:

- ⇒ The Turkey Trot
- ⇒ The Easter Bunny
- ⇒ The Men's Open
- ⇒ Captain's Day

The distinguishing features include popularity and additional elements, usually involving food and drink! A major competition will comprise more prizes, food in the

form of breakfast roll, halfway hut goodies or evening meal. A hamper in the case of the Easter Bunny or Turkey Trot. They are well worth signing up for, via the website calendar.

### **6.3.5 Knockouts**

You can also enter knockout competitions between club members, both singles and pairs events are staged.

Knockouts generally run from April to October – i.e. the drier summer months – and you sign up by adding your name to the booking list in the Master Scoreboard calendar. Once entered, a draw is used to determine opponents in the first rounds which is then published together with dates by which matches must be completed. It is up to you and your opponent(s) to arrange the time for the match before the deadline date, and to record the result.

### **6.3.6 Seniors**

We have an active Seniors group within The Club (where Senior is defined as age 55+) and many events are targeted for the retiree who may well have better opportunities to play mid-week.

In addition, there is a specific committee role – the Seniors Organiser – tasked with delivering a wide range of exciting opportunities for the elder player. In particular, inter-club competitions throughout the year where you would be representing Easthampstead Golf Club as a team member.

You sign up to play in our friendly inter-club matches using the same competition calendar described earlier.

### 6.3.7 Helping Out with Competitions

Our competitions need some organisation and control, especially on the day. Players entered in a competition are randomly selected to act as 'Starters' and 'Finishers'.

A Starter formally checks players in to the competition - they will be provided with score cards and labels for each player, and a list of tee times for the day. They will hand out each labelled card to players as they arrive and check off the player's name on the tee time list as well. When all players are signed in and cards have been collected, the Starter returns the checked list to the box used for scorecards mentioned earlier.

There are normally at least 2 starters nominated for each competition. One starter should make their way to the first tee and ensure that each group commences play on time.

Being a starter is a great way to meet other Club members and help put names to faces.

The job of the Finisher is to ensure the box containing the completed scorecards is secured and returned to the ProShop counter for safekeeping. Our Handicap Secretary will collect scorecards for checking later.

## 6.4 The Rules



More detail on competition entry requirements, rules and Code of Conduct (see Annex) expected to be adhered to by members is provided on the website. This page also contains information on playing etiquette and links to more detailed information on the Rules of Golf. We encourage everyone to follow these

rules so that our golf together is as enjoyable and fair as possible.

As a member, you should not be surprised about the level of adherence to the Rules of Golf by the Club. Be careful that you abide by them and do not suffer a disqualification through infringement. Note that published competition results also lists players disqualified (DQ) and the reasons for that disqualification.

If you are a new member, be aware that club rules dictate that you will be eligible for prizes only after playing a minimum of 3 handicap qualifying competitions. To be overall winner, that number is 6 qualifying competitions.

## 6.5 Official Club Clothing



To supply club branded golf clothing, we have teamed up with West Berkshire Clothing. They have a specific section on their website for Easthampstead, and there is a link to this from the member homepage. Alternatively use this QR code:



You can find the following items in club colours to buy:

- ⇒ Club blue polo shirts
- ⇒ Seniors white polo shirts
- ⇒ Fleece
- ⇒ Gilet
- ⇒ Jumpers
- ⇒ Hats

Note that when representing the club at external competitions between other clubs we expect members to

wear the official clothing. It is not a requirement to wear our clothing for internal competitions.

## 6.6 Club Social Activities

The Club is very active socially with away days, away weekends, tours abroad, and evening events. Every Thursday evening is Club night where you'll be able to meet Committee and Club Members for a convivial chat over a glass or two. Committee Members are normally there from about 8:30 until chuck-out.

During the year the club arranges several popular non-golfing social events. Recent examples are Quiz Nights, Burns Night, and a whisky tasting evening. Watch out for information on these either on the club notice board or on the website. Announcements about social events are made through the news section on the website home page, a good place to refer to regularly, or in the monthly newsletter.

## 7 Introduction to IT

You joined us to play golf...

But, to get the most from our club, you will need to become familiar with using our services on the Internet. You have probably already used our website - when you registered to join the club, you would have set a username and password on the application form. Hopefully we can overcome any IT-phobia by explaining how easy the website is and the advantages it gives you.

Accessing Club information from your phone or PC is quick and allows you to:

- ⇒ Checkout the competition calendar and book yourself into a competition.
- ⇒ View competition results to check whether you've won.
- ⇒ Check the current value of your WHS Handicap Index, or the money remaining in your competition purse.
- ⇒ Discover the latest club news and announcements.
- ⇒ Find the contact details of other club members.
- ⇒ Get alerts and notification messages via our WhatsApp groups.

... and a whole host more.

So, what exactly does our information on the world-wide web consist of and how do you navigate it?

## 7.1 Club Website

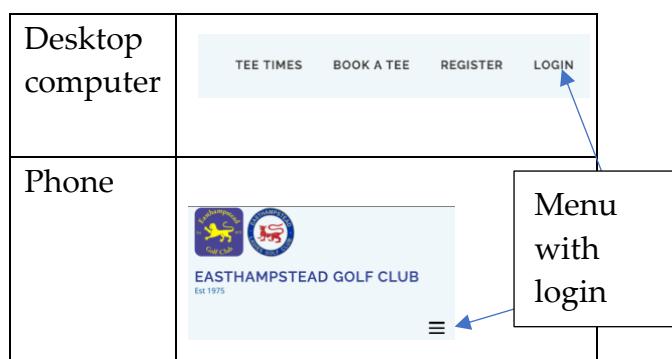
Foremost is the Club's own website that we manage ourselves. This is always your first port of call and can be accessed from any web browser:

[www.easthampsteadgolfclub.co.uk](http://www.easthampsteadgolfclub.co.uk)

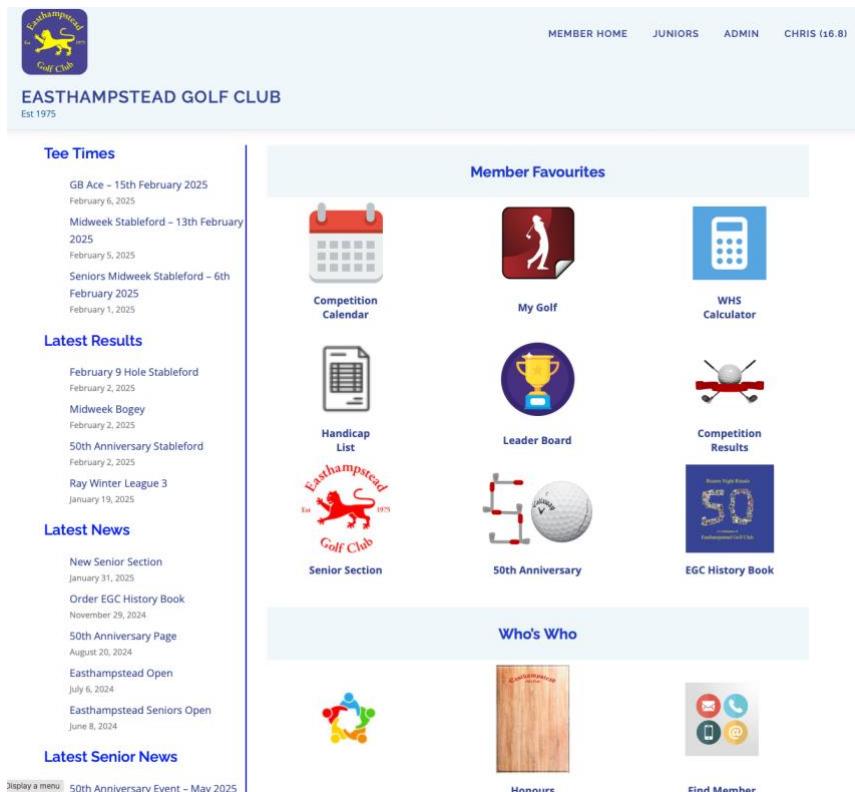
Because this single website provides services to the ladies and juniors sections as well as the men's, some aspects may look a little strange.

The front public page explains who we are and that we actually do consist of three sections. If you follow the links on the front page, you can find out more about each of these sections.

Most often though, you will just want to login, because all the good members information relating to competitions, events and results is private only to club members. Do that from the link in the top left corner of the public front page:



Once you login, the website 'knows' you are in the men's section and displays the members only front page, with quick-access buttons (or icons) to the key information you need, presented to you in popularity order. Here is the top part of that page:



The screenshot shows the Easthampstead Golf Club website homepage for members. At the top right, there is a menu with the following items: MEMBER HOME, JUNIORS, ADMIN, and CHRIS (16.8). The main content area includes the club's logo, a 'Tee Times' section, a 'Latest Results' section, a 'Latest News' section, and a 'Latest Senior News' section. To the right, there is a 'Member Favourites' section with icons for a competition calendar, 'My Golf', a WHS calculator, a handicap list, a leader board, competition results, and an EGC history book. Below this is a 'Who's Who' section with icons for honours and a find member search.

**MEMBER HOME JUNIORS ADMIN CHRIS (16.8)**

**EASTHAMPSTEAD GOLF CLUB**  
Est 1975

**Tee Times**

GB Ace – 15th February 2025  
February 6, 2025

Midweek Stableford – 13th February 2025  
February 5, 2025

Seniors Midweek Stableford – 6th February 2025  
February 1, 2025

**Latest Results**

February 9 Hole Stableford  
February 2, 2025

Midweek Bogey  
February 2, 2025

50th Anniversary Stableford  
February 2, 2025

Ray Winter League 3  
January 19, 2025

**Latest News**

New Senior Section  
January 31, 2025

Order EGC History Book  
November 29, 2024

50th Anniversary Page  
August 20, 2024

Easthampstead Open  
July 6, 2024

Easthampstead Seniors Open  
June 8, 2024

**Latest Senior News**

Display a menu 50th Anniversary Event – May 2025

**Member Favourites**

Competition Calendar  
Handicap List  
Senior Section

My Golf  
Leader Board  
50th Anniversary

WHS Calculator  
Competition Results  
EGC History Book

**Who's Who**

Honours  
Find Member

Starting top right, the menu changes to just 2 items.

Furthest right is your name with your current Handicap Index in brackets – moving the mouse pointer over your name (or touching) shows you these options:

- My Golf : Shows your handicap and playing history details, and the current funds in your purse.
- My Details : Shows your user profile. You can edit this – e.g., add a photo of yourself – by clicking the cog wheel.
- Change Password : Takes you to the password change form.
- Logout : Logs you out.

The second menu option ‘Member Home’ always takes you back to the page above. If you want to go to the public home page, click or touch the club logo in the top left of the screen.

## 7.2 Master Scoreboard

In addition to our own website, we use a 3<sup>rd</sup> party supplier – HandicapMaster – to supply us with golf administration software. HandicapMaster are specialists in this area, and their software is compatible with the World Handicap System.

This software provides us with the following key services:

- Creation and management of our competition calendar
- Allow members to book into competitions
- Allow players to enter results
- Calculate adjustments to players’ Handicap Index
- Manage a ‘purse’ for competition fees.

Our club competition management team have access to a software application to manage all these features (such as entering our competition details in the calendar).

Members interact with HandicapMaster using a special website called 'Master Scoreboard'. You can visit this website directly or use the link we have created within our club website, whereby Master Scoreboard pages are displayed inside our own website pages.

Just like any website you can go directly to Master Scoreboard using its URL:

[www.masterscoreboard.co.uk](http://www.masterscoreboard.co.uk)

This login screen will appear (it will look slightly different on a phone):

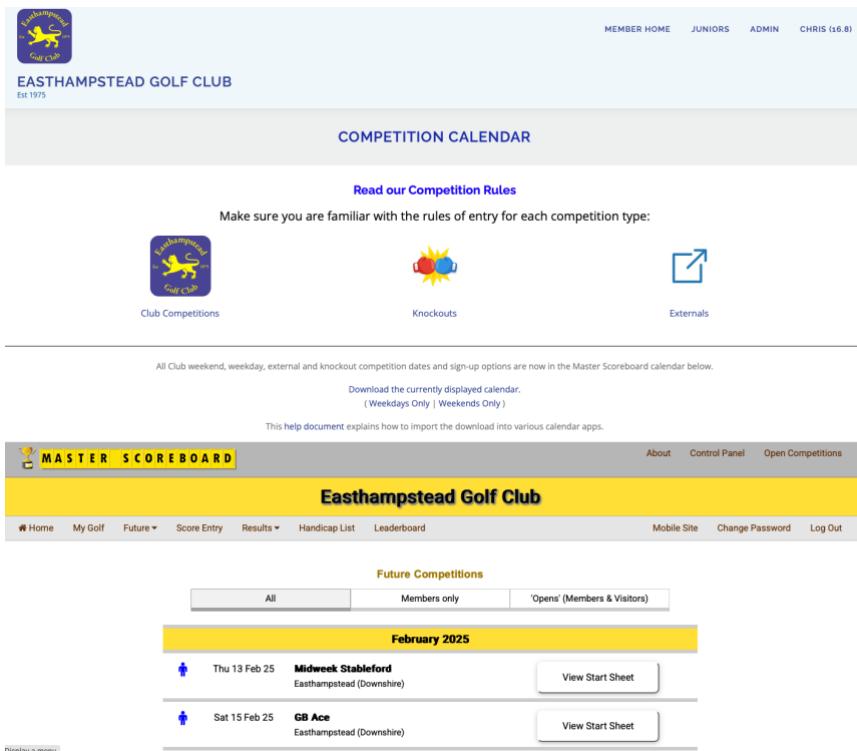


And if you go to that site, the first thing you will need to do is select our golf club as shown above – just type 'easthampstead' in the entry field and it will find us. Then you will be able to select your name from the drop-down list and login using the password you were given on joining.

The other way (and the way we recommend) to get to Master Scoreboard data is to access any of our website pages that link to it, these are:

- Competitions Calendar
- My Golf
- Handicap List
- LeaderBoard

Going to either of these pages will result in a Master Scoreboard page appearing, as in the example below for the competitions page:



The screenshot shows the Easthampstead Golf Club website. At the top, there is a logo of a lion and the text 'EASTHAMSTEAD GOLF CLUB' with 'Est 1975'. On the right, there are links for 'MEMBER HOME', 'JUNIORS', 'ADMIN', and 'CHRIS (16.8)'. Below this, a large button labeled 'COMPETITION CALENDAR' is visible. Underneath, there is a section titled 'Read our Competition Rules' with a link. A note says 'Make sure you are familiar with the rules of entry for each competition type:'. Below this, there are three categories: 'Club Competitions' (with a logo of a lion and the text 'Club Competitions'), 'Knockouts' (with a logo of a sun and the text 'Knockouts'), and 'Externals' (with a logo of an upward arrow and the text 'Externals'). At the bottom of the page, there is a 'MASTER SCOREBOARD' section with a yellow header 'Easthampstead Golf Club'. It includes a navigation bar with links for 'Home', 'My Golf', 'Future', 'Score Entry', 'Results', 'Handicap List', 'Leaderboard', 'Mobile Site', 'Change Password', and 'Log Out'. Below this, there is a 'Future Competitions' section for 'February 2025' with two entries: 'Thu 13 Feb 25 Midweek Stableford Easthampstead (Downshire)' and 'Sat 15 Feb 25 GB Ace Easthampstead (Downshire)'. Each entry has a 'View Start Sheet' button.

The top part of this page is from our club website, but the bottom half displays the relevant data from the Master Scoreboard website.

The first time you go to one of these pages, you will see the Master Scoreboard login screen as described above. Once you login, our website will 'remember' you and automatically log you in the next time and subsequent times. The example above has opened and displayed the competition calendar details immediately.

The calendar table includes a 'Book' button in the last column – select this to add your name to a competition. Select it again to remove yourself!

### 7.3 Message Groups

Using a message group allows us to support the following types of communication between our members:

- *EGC Competitions:*

Providing up-to-date information on competitions. The club can inform you of changes, while you can request removal from a competition or a late addition.

- *EGC Communications:*

Providing a social messaging service where members can interact with each other about golf (mainly).

When you join the club, you will be automatically added to these groups. You can always remove yourself if you do not think the service benefits you.

Both message groups require the 'WhatsApp' app to be installed on your smart phone. WhatsApp works across all phone types; use the appropriate App store to download and install if you don't have it already. It is a free app.

We recommend that all members at least stay in the EGC Competitions group because of its key purpose in keeping you up to date with competitions.



Note that there are etiquette rules for using these services to avoid inappropriate posts, which can be found on the website.

## 8 The Last Section

We hope that you have found the information in this booklet useful.

If you think there is any topic or key piece of Club information missing from this handbook, please let us know by contacting the Club secretary:

[secretary@easthampsteadgolfclub.co.uk](mailto:secretary@easthampsteadgolfclub.co.uk)

## Annex 1 – Code of Conduct

### What the Club Does for its Members

- Organises approximately 50 competitions annually which includes booking Tee Times, publishing results and distributing prizes.
- Manages handicaps in association with England Golf.
- Organises club tours abroad, golf away weekends / away days, and competitions against other clubs (both friendlies and competitive).
- Membership includes insurance from Golfguard.
- Ensures that the Club conforms with all requirements of England Golf and Government legislation such as safeguarding.

### What is Expected of Our Members

- Comply fully with the Rules of Golf and with the Rules of the Club.
- Follow the Club's procedures for playing in club organised events.
- Act with integrity and show respect and consideration for others.
- Exhibit a high standard of conduct on the course, in and around the club house.
- Avoid engaging in any conduct or behaviour which is inappropriate, unlawful, unsporting or that brings the club into disrepute.

## Annex 2 – Course Etiquette

*All players are expected to play in the spirit of the game by:*

1. Acting with integrity – for example, by following the Rules, applying all penalties, and being honest in all aspects of play.
2. Showing consideration of others – for example, by playing at a prompt pace, looking out for the safety of others, and not distracting the play of another player.

### **Including:**

Not standing, talking, or moving directly behind the ball or the hole when a player is addressing the ball or making a stroke.

Not playing until the players in front are out of range.

Ensuring a shout of 'Fore' is made following any wayward shot.

When searching for a ball, players should signal to the players behind them to play through as soon as it becomes apparent that a search is required. Players should not search for three minutes before calling up.

When reaching the putting green Golf Bags should be left in such a position as to ensure that the quickest route from the putting green to the next tee is used, not left in front of the green.

When the play of a hole has been completed, players should immediately leave the putting green.

3. Taking good care of the course – for example, by replacing divots, smoothing bunkers, repairing pitchmarks and spike marks, and not causing unnecessary damage to the course. **Including:**

Ensuring that when putting down bags, or the flagstick, no damage is done to the green.

In handling the flagstick or in removing the ball from the hole, no damage is done to the hole by standing close to it.

The flagstick should be properly placed in the hole before players leave the putting green.

Not damaging the putting green by leaning on putters, particularly when removing the ball from the hole, or utilising the head of a putter and/or the flagstick to remove a ball from the hole.

After raking the bunker, the rake should be placed in the bunker where it is least likely to interfere with a ball landing in the bunker.

Members are respectfully requested to always observe the many practical and universally accepted aspects of golfing etiquette. When playing Club competitions or visiting other courses, members are reminded that any shortfall in behaviour or appearance reflects on the standing of the Club as well as that of the individual.

Please note: slow play is a gross courtesy to other golfers and a serious breach of golfing etiquette. Please ensure you keep up with group in front – not just ahead of the group behind. If at any time you are holding up the group behind you, please stand aside and let them play through.

## Annex 3 – Privacy Notice

Our website address is

<https://www.easthampsteadgolfclub.co.uk>.

When you register on this website you will provide your name and contact details (telephone numbers and email address). If you register as a member and supply this information, please read the following carefully. By completing registration, you have confirmed agreement with this description of how we use your data.

- Your information will be used by Easthampstead Golf Club for the purpose of compiling a register of Members to contact you when required.
- Your phone number/email address will be available on the Member's section of the club website to allow other Members to contact you to arrange matches etc.
- We may send you other information concerning Club events using your email address.
- Information including your name, date of birth and handicap will be registered with England Golf. [Please read their privacy notice](#). Your competition results and handicap adjustments will be managed using software from HandicapMaster.
- Your data will be retained for as long as you remain a Member of the Club and will remain with England Golf unless you explicitly request removal.
- We do not make your information available to any other organisations.

- You may modify your own contact details at any time using the website or by contacting the Member Secretary.
- You may withdraw your consent at any time by contacting the Member Secretary and your contact details will be removed. This will obviously prevent Members of the Club being able to contact you in future.

## NOTES





Easthampstead Golf Club Online:

Web: <https://egcgolf.co.uk>

Facebook: <https://www.facebook.com/EasthampsteadGC/>

Instagram: <https://www.instagram.com/easthampsteadgolf/>

**Affiliated to:**

Berks, Bucks & Oxon Golf

NAPGC

England Golf